

Approved For Release 2006/11/14 : CIA-RDP78-00487A000100150002-5

DDA/RCS 14-74

ADMINISTRATIVE - INTERNAL USE ONLY

*Superseded by 50.07-75  
with RCS's merger into  
ISAS as RCS (a branch)*

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

DIRECTORATE OF ADMINISTRATION

REGULATIONS CONTROL STAFF



RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule 14-74 for the Regulations Control Staff, DDA, is approved and implementation of the disposition instructions contained therein is authorized. This revision supersedes Records Control Schedule 14-58.

Preparation:

Review:

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2 Dec. 1974  
Date

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Regulations Control Staff, Administration Directorate (14-58 - Deputy Director Support - Regulations)		ADMIN-IUO	14-58	14-74
NAME AND TITLE Chief, Regulations Control Staff		DATE(S) OF OLD SCHEDULE(S)	1958	DATE OF CONCURRENCE 1 NOV 1974
CONCURRE				
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
14-58 12	1	REGULATIONS SUBJECT FILES  This file contains material which reflects the policies and procedures as they relate to regulations in general. The files also contain copies of correspondence and memoranda pertaining to general administrative and housekeeping functions of the staff. Filed by subject title.  a. Documentary material	1	Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Records Center when no longer needed in current files area.
		b. Administrative type material	1	Temporary. Destroy after one year. Cut off at the end of each year and destroy one year thereafter.
14 & 15	2	AGENCY REGULATIONS BACKGROUND FILES  Consists of all regulatory material proposed for publication. File includes all drafts, correspondence, concurrence, non-concurrence, comments, authentication, plus final printed documents, and other pertinent data relating to the history of each publication. Filed by issuance number.  a. Active file	1	Permanent. Materials are put into closed file when issuance is published.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION ADMIN-TUO	VOLUME	DISPOSITION INSTRUCTIONS
17	3	<p>b. Closed file</p> <p>c. Office reference copies of microfilmed closed files</p> <p>REGULATORY ISSUANCES FILE</p> <p>These constitute the Agency record copies of published regulatory issuances. They include the current and obsolete (rescinded and expired) copies; are maintained in manuals and filed according to issuance number. (These duplicate records in item 2b of this schedule except they contain original notes of extension periods and office confirmations not contained in 2b copies. The two records series serve two different purposes.)</p>		<p>3</p> <p>1.5</p> <p>5</p>	<p>Permanent. Maintain a six month's level in current files area then transfer to Agency Archives to hold for six months then microfilm. Destroy paper copy when film is found to be satisfactory. Send silver original camera master (positive or negative) plus one diazo, vesicular, or silver reference copy to the Agency Archives to replace paper copies.</p> <p>Temporary. Retain in current files area indefinitely for reference. Destroy when no longer needed.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely for reference. Transfer to Agency Archives when no longer needed in current files area.</p>
18	4	<p>INDEX CARD FILE</p> <p>Consists of 3x5 cards containing the subject and reference number to current published issuances. File is used in answering inquiries about subject content and in preparing a published index for Agency-wide use.</p>		2	<p>Temporary. Destroy cards when publication is superseded or becomes obsolete.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION ADMIN-IUO	VOLUME	DISPOSITION INSTRUCTIONS
19	5	PUBLICATIONS CONTROL CARD  Consists of Form 574, Publications Control, a visible index card which serves as a perpetual inventory of each numbered Agency issuance. Card contains abstract of history of each issuance and is used as a ready reference. Cards are also used as the master control of assigned numbers and to record retirement to the Agency Archives. Filed numerically.		5	Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Agency Archives when no longer needed in current files area.
22	6	SUPPLEMENTAL DISTRIBUTION FILE  These are extra copies of current regulatory issuances used to fill supplemental requests, held in headquarters in addition to those stored in the Records Center. Filed by issuances number and segregated by headquarters and field.		1	Temporary. Destroy all extra copies when issuance becomes obsolete (rescinded or expired).
13	7	COURTESY COPIES  These constitute advance notice which is forwarded to the staff whenever a revision or new regulation has been drafted. Maintained for reference purposes and in planning activities for the staff. Filed by issuance number or subject.		1	Permanent. Disposal not authorized. Incorporate with background material when a job file is initiated.
20	8	DISTRIBUTION CONTROL FILE  Consists of a record used to control the initial distribution of Agency regulatory issuances. Information recorded indicates offices to which distribution is made, date, number of copies, and also number of copies held in reserve. Filed numerically under each category series.		1	Temporary. Destroy when no longer needed for reference purposes. (Per NARS, these are purely for administrative control and have no permanent value.)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION ADMIN-IUO	CLASSIFICATION ADMIN-IUO	VOLUME	DISPOSITION INSTRUCTIONS
16		COORDINATION COPIES			Deleted as no longer maintained.
21		"CONTROLLED DISTRIBUTION" ACCOUNTABILITY FILE			Deleted as no longer maintained.
23		REPRODUCTION REQUISITIONS			Deleted as no longer maintained.
24		INDIVIDUAL SUSPENSE FILES			Deleted as no longer maintained.
25		CLASSIFIED MAIL RECEIPTS			Deleted as no longer maintained

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